

Setting up a Blog on WordPress

1. Go to www.wordpress.com
2. Click on the **Sign Up Now** button

Sign Up Now!

3. Complete the sign up form

Username: (Must be at least 4 characters, letters and numbers only.) Enter a username you would like to use.

Password: Enter a password

Confirm: Type your password again to make sure you didn't make a mistake.

Use upper and lower case characters, numbers and symbols like !"£\$%^&() in your password.

Password Strength: Good

Email Address: (We send important administration notices to this address so **triple-check it.**) Type your email address, you can use your yahoo, hotmail, gmail accounts.

Legal flotsam: ☒ I have read and agree to the fascinating terms of service. Tick this box

☐ Gimme a blog! (Like username.wordpress.com)

☐ Just a username, please.

Press the **Next >>** button

4. Finally, click the **Signup >>** button.



Blog Domain: (Your address will be domain.wordpress.com. It must be at least 4 characters, letters and numbers only. It cannot be changed so choose carefully!)

Blog Title: The blog title can be changed at any time on your Options page.

Language: What language will you be primarily blogging in?

Privacy: ☐ I would like my blog to appear in search engines like Google and Technorati, and in public listings around WordPress.com.

Press the **Signup >>** button

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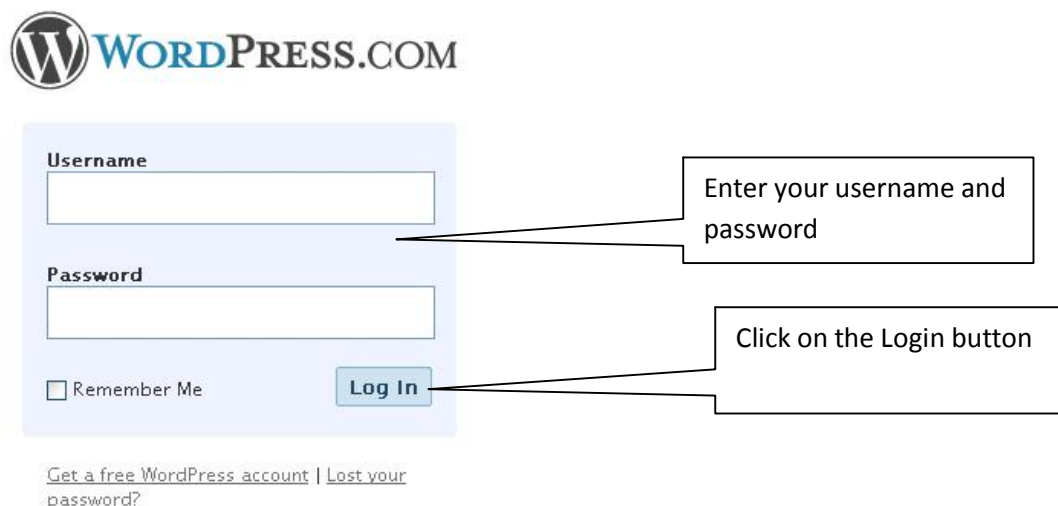
5. Go and check your email account!!!!
6. Click on the link in your email account **WARNING – your password will be displayed on this page!**



7. Click on the **Login** link.



8. Enter your username and password



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9. Click on the **Settings** link.

The screenshot shows the WordPress Dashboard for a user named 'mrgregson'. At the top, there's a navigation bar with links like 'My Account', 'My Dashboard', and 'New Post'. Below this, a header area displays the blog name 'Weblog' and a 'Visit Site' button. A secondary navigation bar contains links for 'Write', 'Manage', 'Design', 'Comments', and 'Upgrades'. A third bar shows 'Dashboard', 'Blog Stats', 'Blog Surfer', 'My Comments', and 'Tag Surfer'. A yellow announcement box mentions a 'WordPress Party in San Francisco'. The main content area is titled 'Dashboard' and includes a 'Right Now' summary section with statistics on posts, pages, comments, and spam. Below this are sections for 'Recent Comments' and 'Incoming Links'. A callout box with the text 'Click on the settings link.' points to the 'Settings' link in the top right corner of the dashboard.

10. Click on the privacy link.

The screenshot shows the 'General Settings' page in WordPress. It features several form fields: 'Blog Title' (mrgregson's Weblog), 'Tagline' (Just another WordPress.com weblog), 'Language' (en - English), and 'E-mail address' (mrgregson@ashlawn.org.uk). A callout box with the text 'Click on the Privacy link.' points to the 'Privacy' link in the top navigation bar, which is part of a menu that also includes 'General', 'Writing', 'Reading', 'Discussion', 'Privacy', and 'Delete Blog'.

11. Select the **bottom** option and then **Save Changes**.

Privacy Settings

The screenshot shows the 'Privacy Settings' page. Under the 'Blog Visibility' section, there are three radio button options. The bottom option, 'I would like my blog to be visible only to users I choose', is selected. A callout box with the text 'Select this option' points to this selected radio button. Another callout box with the text 'Save the changes.' points to the 'Save Changes' button at the bottom left of the page.

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12. You can now add the users you would like to be able to view your blog.

13. Type in their username and click the **Add User** button

Privacy Settings

The screenshot shows the 'Privacy Settings' page in WordPress. It has a light blue header with 'Blog Visibility' on the left. Three radio buttons are visible: 'I would like my blog to be visible to everyone, including search engines (like Google, Sphere, Technorati) and archivers', 'I would like to block search engines, but allow normal visitors', and 'I would like my blog to be visible only to users I choose' (which is selected). Below this, it says 'Up to 35 users allowed to access blog. [Want more?](#)'. There is a text input field for 'Username:' containing 'mrgregson' and a blue 'Add User' button. A 'Save Changes' button is at the bottom left. Callout boxes with arrows point to the 'Add User' button and the 'Save Changes' button.

Type in their username.

Click the add user button.

Save your changes.

14. Click on the design tab.

The screenshot shows the WordPress dashboard with the 'Design' tab selected in the top navigation bar. A callout box points to the 'Design' tab with the text 'Click on Design'. Below the navigation bar, a yellow message box says 'Settings saved.'. The 'Privacy Settings' page is visible in the background, showing the same 'Blog Visibility' section as the previous screenshot.

Click on Design

15. Click on the layout theme you would like to use, you can change this later.

The screenshot shows the 'Available Themes' page in WordPress. It has a grey header with 'Available Themes' and a blue bar below it with 'Show all themes' and a 'Filter' button. A pagination bar shows '1 2 3 4 5 Next >'. Three theme cards are visible: 'Almost Spring' (a light and simple two-column theme), 'Ambiru' (a calm, relaxing theme one-column), and 'Andreas04' (a three-column silver and blue theme). Each card has a preview image, a title, a description, and tags.

Available Themes

Show all themes Filter

1 2 3 4 5 Next >

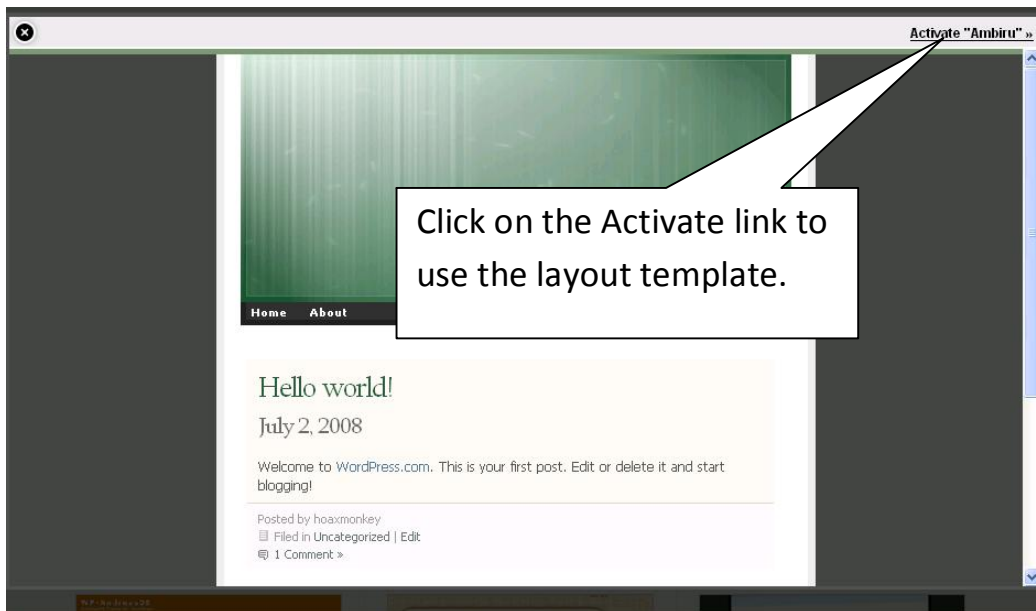
Almost Spring
A light and simple two-column theme graced with greens and oranges.
Tags: [green](#), [two columns](#), [fixed width](#)

Ambiru
A calm, relaxing theme one-column theme with a customizable header.
Tags: [one column](#), [custom header](#), [green](#), [custom colors](#), [bottom widgets](#), [fixed width](#)

Andreas04
A three-column silver and blue theme with two sidebars on the right.
Tags: [grey](#), [three columns](#), [flexible width](#)

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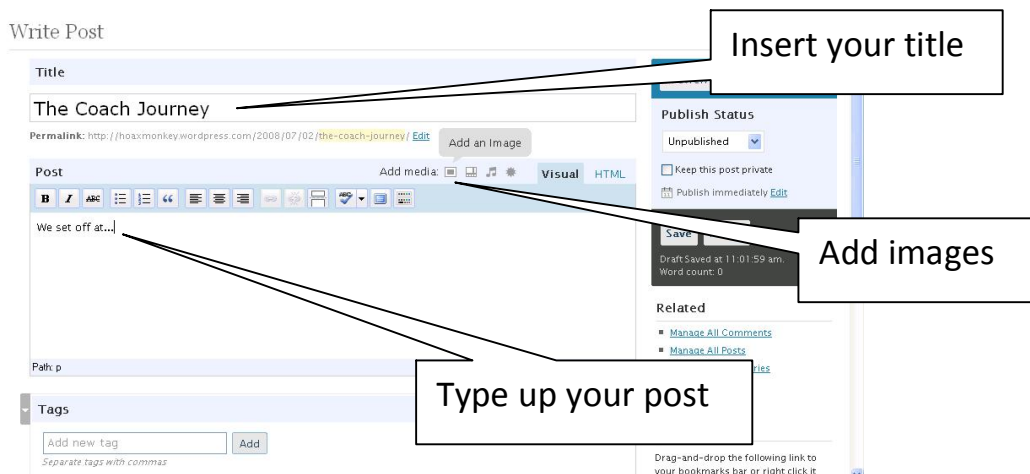
16. When you are happy with one click on the **Activate Theme** link.



17. Click on the **Write** link.

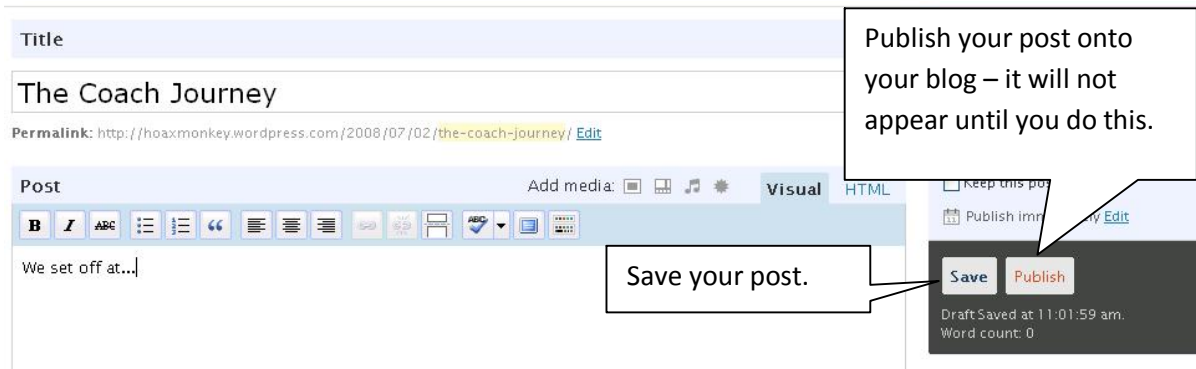


18. You can now write your first post on your blog.



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19. Make sure you regularly save your post and publish it once it is complete.



20. You can now add as many posts as you like by clicking on the **Write** tab.

21. Finally preview what your site looks like on the Internet by clicking on the **view site** button.



You can now add as much to your blog as you wish and even change the design if you like.